



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (TYPING)

FRAUD DIVISION

\$1,908 - \$2,465

Martinez Regional Office

RESPONSIBILITIES:

Duties will include, but are not limited to handling visitors and performing receptionist duties for the Martinez Regional Fraud Office; answering and directing calls from public; accurately typing detailed reports, transcriptions, letters, graphs, ledgers, charts, memorandums; opening and date stamping incoming mail; make travel arrangements and assisting with preparation of Travel Expense Claims for Regional Office staff; inputting and tracking cases via CASETRAC data system, maintaining and organizing files for Supervising Fraud Investigator I; photocopying, faxing, and distributing confidential files for Regional Office staff.

DESIRED QUALIFICATIONS:

- <Excellent public relation skills and telephone techniques;
- <Good typing, transcription and computer skills;
- <Willingness to exercise a high degree of initiative and independence in performing assigned tasks;
- <Ability to participate and contribute as a team member.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Assistant level, those within transfer range, or individuals who have list eligibility. List Eligible applicants **MUST** present a typing certification for 40 words per minute. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “Martinez Regional Office OA (T), #413-286-1379-001” on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: NOVEMBER 13, 2000 or UNTIL FILLED

NOTE: **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

tc10/31/2000